

One-to-One Institute Programs and Services

One-to-One Institute (OTO) provides educators a practitioner's approach to delivering programs and services. Serving states, emerging markets, districts and schools, OTO delivers a variety of services. Whether your organization is engaged in one to one scenarios or other instructional computer delivery systems, OTO offers quality professional development, support, and resources to meet your specific needs.

One-to-One Institute grew out of Michigan's successful, statewide one-to-one initiative, Freedom to Learn. Based on research and best practices, One-to-One Institute offers expertise and hands-on experience in all aspects of developing educators' 21st century learning environments and related skills. OTO's services include professional development and programs related to one-to-one projects, technology enhanced learning environments, sustainability, leadership and meaningful instruction/curriculum technology integration.

Our approach is to customize services to best serve your organizational, cultural, and program-specific needs. We tailor services to focus on your organizational goals, pulling from a continuum of opportunities which include: showcase sites, leadership for change workshops, shoulder to shoulder coaching, face to face professional development and virtual learning communities. We design the essential elements for success and will support your efforts throughout each stage of the process.

OTO's programs and services fall into two major categories: an array of support and professional learning around designing, planning and implementing one to one projects; and a variety of 21st century education professional development opportunities for administrators, teachers, technology personnel and stakeholders.

Programs and Services

I. Developing, Designing, Implementing One to One Programs

For All Educators and Stakeholders

There are twelve essential steps for successful one to one implementations. Using research and best practices, OTO provides shoulder to shoulder support to countries, states, districts, and schools. These essential steps are customized to your organization's needs and points of entry. Engaging with OTO to support your one to one efforts would include support with the following:

- development of: vision,
- short and long term planning,
- engagement of stakeholders,

- templates for requests for proposals,
- budgets development,
- professional development framework,
- recommendations for wireless infrastructures,
- effective content and curriculum,
- templates for acceptable use and board of education policies,
- orientations for staff, students, and parents/caregivers.

II. Creating Professional Capacity for Effective 21st Century Learning Environments

For All Educators and Stakeholders

The Imperative of the 21st Century Learning Environment

This two or three hour interactive workshop provides research behind the imperative that education aggressively build learning environments that effectively and seamlessly use 21st century learning skills, tools and best practices. Addressed in this session are reasons behind this imperative. Focus includes how administrators need to be quality role models and decision makers for integrating 21st century skills into all aspects of teaching, learning and leadership. In addition and as important are teachers' needs for consistent, and "just in time" professional learning that includes coaching and identification of new instructional tools and approaches to interface 21st century skills into the content areas.

For Administrators

Leadership for Transformed Environments

Successful leadership for robust technology environments requires a shift from traditional administrative practice. These workshops focus on the essential elements of effective leadership qualities for schools transformed with 21st century tools. Participants will leave with a toolkit and ongoing network of support to ensure the development and enrichment for a successful 21st century learning environment.

Leadership for Beginning a One-to-One Program

These sessions highlight the essential steps in implementing successful one-to-one programs. Participants will create steps for success, solutions for organization-specific issues, and a template for a project plan for a one-to-one initiative. OTO leadership will provide a behind the scenes look at the strengths and challenges of implementing a one-to-one program.

Dynamic Technology Planning© Program

Using a customized software tool, OTO staff will work with the district's top level leadership team to establish the following:

- vision and prioritization of systemic technology goals
- identification of resources needed to implement the vision
- identification of current resource allocation and results
- calculation of vision implementation costs
- identification of funding sources,
- communication of the technology plan to stakeholders
- development of a multi-year planning tool.

For Teachers

Teaching in 21st Century Learning Environments

OTO provides professional development for teachers to provide effective instruction in 21st century environments.

- ***Integration of Technology with Curriculum and Instruction*** (Three or Six Hour Workshops)
 - Developing meaningful technology integrated teaching and learning
 - Creating an ubiquitous technology tool classroom
- ***Creating the 21st Century Classroom: Shifting from Traditional***
- ***Survival Toolkit for Teachers in the 21st Century Classroom***
 - Orientation
 - Batteries
 - Classroom setup
 - Power
 - Internet Safety
 - Computer care and maintenance
 - Troubleshooting and backup plans
- ***Classroom Management in Technology Enhanced Environments***
- ***Classroom Performance System Presentation*** (Six Hours)
- ***SMART Board Application Presentation*** (Three or Six Hour Workshops)
- ***Engaging Social Networks for Instruction and Learning Communities***
- ***Podcasting in the Classroom***
- ***Content and Curriculum Tools***
- ***Establishing In-House Capacity: The Train the Trainer Model***
 - How to ensure capacity and sustainability for teaching in 21st century classrooms
 - Development of Lead Teachers to expand expert critical mass

For Technology Personnel

Technology personnel are key to effective operations within the enhanced learning environment. From the initial planning, setup and testing to assessing effectiveness, adjusting and maintenance, the technology staff are critical for uninterrupted use of technology tools.

The following topics are addressed in professional development sessions for technology personnel:

- Integration/migration of hardware & software
- network and servers
- templates for troubleshooting and problem-solving
- Internet management
- backup systems
- file storage and maintenance
- wireless infrastructure
- setup and testing
- hard drive configurations
- imaging
- carts
- placement of access points
- printers
- filter, protection and safety
- areas of support
- time frames for pilots and implementations
- process plans for implementation

For All Educators and Stakeholders

OTO Showcase Sites

OTO's showcase sites, located throughout the country, have successfully implemented one to one teaching and learning so that powerful technology and instructional integration became fundamental to the classroom. These schools boast effective, vision-into-action teams (principals, teachers, technology coordinators), who have overwhelmingly demonstrated technology integration best practices. Their students have become the focus of instruction. Their learners are self-directed, motivated, enthusiastic, and achieving at higher levels. Many sites have evidence of increased student achievement as measured by standardized and other formative assessment tools.

Showcase sites provide numerous professional learning opportunities including:

- modeling of meaningful technology/instructional lessons;
- an overview of leadership for change in schools;
- methods for sustaining technology-rich instruction;
- workshops on software and content/curriculum applications;
- creation of a 'virtual' learning community dedicated to technology integration practices;
- debriefing and roundtable opportunities;
- documentation 'takeaways' for visitors to assist in their replication of showcase site best practices.